

Enter the Approvers Name, which division or area, and which pay month the submission is for

Enter the Period – day, week, month; you can enter one line for all payments, or multiple lines

If you were on call on a bank holiday enter the number of bank holidays in the period

BBC Payroll Timesheet: On call payments & On call hours worked, including Public Holidays									
<i>I certify that in authorising this timesheet:</i> 1) Payment is charged to correct cost centre for which I have budgetary control or permission 2) Payments comply with BBC Terms and Conditions and individual contract type									
Authorisation									
PRINT Name	PETER JONES								
Division/Area	D&E								
Pay Month	01 May 2021								
Staff Number	Staff Name	Cost Centre	Reason for Payment with dates	1535 Enter Number of On Call Hours @ 1T	1540 Enter Number of On Call Hours @ 1.5T	1032 Number of OCA Weekdays in period	1032 No of OCA Weekends in period	1560 Number of Public Ho/day payment	Notes
548721	J Smith	S0555	On Call Allowance 1-7th April 2021		0.15	5	2	2	
525857	P Brown	S0555	On Call Allowance 1-21st April 2021	1.15		15	6	2	
565859	A Baker	S0555	On Call Allowance 8-15th April 2021			6	2		
565859	A Baker	S0555	On Call Allowance 16-21st April 2021		2.30	4	2		

Enter the persons staff number, name, and the cost centre for the charge

If you carry out work whilst on call, enter the total period of time worked, to the nearest 15 minutes

Enter the number of weekdays on call, and the number of weekend days on call for the period

@1T : For any additional Hours worked up to 140 (160 inc meal breaks) in a 4 week period

@1.5T : For any additional Hours worked over 140 (160 inc meal breaks) in a 4 week period